

ATTACHMENT 4 – FLEET MANAGEMENT NONTANK VESSEL CONTINGENCY PLAN, SECTION D

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Section

Cross-Reference Section

California Code of Regulations –
Title 14, Chapter 3,
Subchapter 4, Section 827.02(d)
Nontank Vessel Contingency Plan

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1 827.02(d) Notification Procedures

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1.1 CENTRAL REPORTING OFFICE RESPONSIBLE FOR INITIATING NOTIFICATIONPROCESS

PRIMARY & ALTERNATE DUTY QUALIFIED INDIVIDUAL:

O'BRIEN OIL POLLUTION SERVICE, INC. (OOPS)

Telephone: 24 hours +1-985-781-0804

Facsimile: +1-985-781-0580

Email: commandcenter@oopsusa.com

Initial emergency or spill notification must be made by telephone. Voyage notifications, follow-up communication, or data transfer should be made by facsimile, e-mail or telex. (The numbers below are guarded 24 hours a day.)

Facsimile: +1-985-781-0580

Telex: 49617361 OOPS UI

Email: commandcenter@oopsusa.com

O'Brien Oil Pollution Service, Inc. (OOPS)

186 Princeton Hightstown Road, Bldg. 3-B

West Windsor, NJ 08550-1668

SPILL MANAGEMENT TEAM:

O'BRIEN OIL POLLUTION SERVICE, INC. (OOPS)

2000 Old Spanish Trail, Suite 210

Slidell, LA 70458

Telephone: +1-985-781-0804 (24 hr)

Fax: +1-985-781-0580

Email: commandcenter@oopsusa.com

AGENT FOR SERVICE OF PROCESS:

O'BRIEN OIL POLLUTION SERVICE, INC (OOPS)

2929 E. Imperial Highway, Suite 290

Brea, CA 92821

Telephone: +1-714-577-2100

Telephone: +1-985-781-0804 (24 hr)

Fax: +1-714-577-2118

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1.2 NOTIFICATION PROCEDURES & PRIORITIES

NOTIFICATION IN THE EVENT OF A CASUALTY:

The Initial Incident Report is to be transmitted **immediately** as follows:

Notifications Made To:	Notifications Made By:
• Qualified Individual	(MASTER)
• Contracted clean-up resources	(QI)
• US Coast Guard; National Response Center	(MASTER)
• California Office of Emergency Services	(MASTER)
• Owner / Operator	(QI)
• Agents for Owner / Operator	(QI)
• Any local state requirements	(QI)

The initial report must contain an estimate of the volume spilled to determine response activation.

1.3 IMMEDIATE NOTIFICATION PROCEDURES

In accordance with the procedures outlined in this section, the Master shall make rapid and accurate notification of all actual or potential oil discharges without delay, and he should use the following checklist. Additional important notification contacts are listed in the *Initial Response Activity Manual*, Response Directory Section. These notifications shall meet the requirements of MARPOL 73/78, 33 CFR part 153, and California State OSPR.

* 1-800 telephone numbers are not available by satellite or outside USA and Canada

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MASTER CHECKLIST – Notify Immediately			
1.	Qualified Individual O'Brien Oil Pollution Service, Inc.	Telephone:	+1-985-781-0804
		Fax:	+1-985-781-0580
2.	U.S. Coast Guard National Response Center If unable to contact NRC for any reason, call the local U.S. Coast Guard MSO.	Telephone:	*1-800-424-8802
		or	+1-202-267-2675
3.	California Office of Emergency Services	Telephone	*1-800-852-7550
		or	+1-916-845-8911
		Fax:	+1-916-845-8910
4.	Marine Spill Response Corporation – MSRC National Response Corporation – NRC	Telephone:	*1-800-645-7745
		or	+1-732-417-0175
		Telephone:	*1-800-899-4672
		or	+1-631-224-9141
5.	Out of State Spill Reporting: Notify IMMEDIATELY California DFG OSPR / California OWCN	Telephone:	+1-916-262-1621
		Telephone:	+1-916-445-0045
6.	California State Land Commission (SLC)	Telephone:	+1-562-499-6312
		Fax:	+1-562-499-6444
7.	Additional important notification contacts are listed in the <i>Response Directory</i> Section		
8.	Fleet Management Limited Room 1703, 17th Floor Mass Mutual Tower 38 Gloucester Road Wanchai, Hong Kong Tel: +852-2861-3511 Fax: +852-2528-1550		
9.	Port Agents – (if in port) – Per Voyage orders		

QUALIFIED INDIVIDUAL CHECKLIST	
1.	An immediate decision regarding spill response equipment and personnel will be required. The contracted Oil Spill Response Organizations (OSRO) identified in the <i>Initial Response Activity Manual</i> and below, must be notified and activated as required. Notify IMMEDIATELY of the discovery of oil or threatened discharge of oil: MSRC Telephone: *1-800-645-7745 / +1-732-417-0175 NRC Telephone: *1-800-899-4672 / +1-631-224-9141
2.	Remain in constant communication with the Federal On-Scene Coordinator (FOSC) (listed in <i>Initial Response Activity Manual</i> of this Plan) and State Incident Commander (SIC) to relay information about the vessel's position, report the action initiated and coordinate initial shore-based response actions.
3.	Notify other required State and other agencies, from the section of the <i>Initial Response Activity Manual</i> , for the location of the vessel.
4.	Notify Spill Management Team, and vessel Owner/Operator, and commence response activity. Take charge of salvage and clean-up operations until relieved by the Spill Management Team's Incident Commander or Owner's representative (or the incident is concluded). The Spill Management Teams is O'BRIEN OIL POLLUTION SERVICE, INC. They must be notified at +1-985-781-0804

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Fleet Management Limited CHECKLIST	
1.	Notify Vessel's National Authorities
2.	Notify Insurance Manager
3.	Notify P&I representatives. Also notify additional legal representative as desired.

1.4 CALL-OUT PROCEDURE TO ACQUIRE ADDITIONAL RESOURCES

If the nontank vessel has a spill that exceeds its reasonable worst case spill, additional resources will be activated by the Qualified Individual and/or Spill Management Team. The additional resources are identified in the Initial Response Activity Manual under Response Directory.

1.5 REPORT REQUIREMENT

Immediate Notification Procedures (Section d.2 of This Plan) shall not be delayed in order to gather all the information required by the "Notification Checklists" (Section d.5 of This Plan). An estimate of the situation and quantities shall suffice, so as to expedite the notification process. Accurate assessment and detail information must follow when available.

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1.6 NOTIFICATION CHECKLISTS

Actual incident: Yes ___ No ___

DRILL: Yes ___ No ___

<p align="center">Initial Incident /Notification Report USCG National Response Center – Fax: +1-202-267-2165 Follow up with Voice confirmation of fax receipt within 15 minutes. Voice: *1-800-424-8802 or +1-202-267-2675 – Telex: 892427</p>			
AA (ship name, call sign, IMO number, flag, MMSI No, Inmarsat No.; reporting party/Master's name)			
BB (date & time of event)		Zulu	
		D D H H M M	
CC (position, latitude, longitude)		DD (bearing, distance from landmark)	
OR N S E W		 ° Brg Distance _____ nm from _____	
d d m M d d d M m		 	
EE (true course)		FF (speed in knots)	
_____ °T d d d		 	
		LL (intended Track from last way point)	
		_____ ° N E W S	
MM (radio station(s) and frequencies guarded, ship fax number, satellite or cell phone number)			
NN (date and time of next report to FOOSC or COTP)			
 D D H H M M Zulu			
PP (type and quantity (units) of cargo/bunkers on board)			
QQ (brief details of defects/damages)			
RR (Include attachment of brief details of pollution, including estimated amount of loss)			
Estimated quantity lost: _____			
Technical name: _____ UN/IMDG number, if known: _____ Still leaking ___ Yes or ___ No			
SS (brief details of weather and sea conditions)			
direction _____ WIND Speed _____ kts		direction _____ SWELL height _____ m	
TT (contact details of ship's owner/operator/agent)			
UU (ship size and type)			
Length: _____ (m)		Breadth: _____ (m)	
Draught: _____ (m)		Type: _____	
XX (additional information – ATTACH ADDITIONAL SHEETS, IF NECESSARY)			
Brief details of incident and reporting party:			
Need for outside assistance:			
Actions taken to correct/mitigate the situation:			
Number of crew, injuries, or fatalities: _____ Crew _____ Injuries _____ Fatalities			
Others:			

Note: The alphabetical reference letters in the above format are from "General principles for ship reporting systems and ship reporting requirements, including guidelines for reporting incidents involving dangerous goods, harmful substances and/or marine pollutants" adopted by the International Maritime Organization by resolution A648(16). The letters do not follow the complete alphabetical sequence as certain letters are used to designate information required for other standard reporting formats, e.g. those used to transmit route information

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1.7 UPDATE SPILL ESTIMATE

An updated estimate of the volume of oil spilled and the volume at immediate risk of spillage shall be reported to the California Governor's Office of Emergency Services whenever a significant change in the amount reported occurs, but not less than every 12 hours within the first 48 hours of response. The State Incident Commander and/or the Federal On-Scene Coordinator through the Unified Command shall have the option of increasing or decreasing this time frame, as needed. Updated spill volume information included in the Incident Action Plan developed through the Unified Command may meet the requirements of this subsection.

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USCG/IMO SAMPLE MESSAGE FORMAT FOR FOLLOW-UP NOTIFICATION	
DATE/TIME (GMT): (Of this Message) TO: FROM: Master/(Name of Vessel) SUBJECT: Follow-Up Notification Report No. ____	
AAA	Additional Details on the Type(s) of Cargo On-Board
BBB	Additional Details on the Condition of the Vessel
CCC	Additional Details on the Ability to Transfer Cargo, Ballast, Fuel
DDD	Additional Details on the Quantity, Extend and Movement of the Pollution and Whether the Discharge is Continuing.
EEE	Any Changes in the On-Scene Weather or Sea Conditions; and
FFF	Actions Being Taken with Regard to the Discharge and the Movement of the Ship.
GGG	Any Change in the Vessel's Position (LAT/LONG).
HHH	Time of Next Follow-Up Report, or if this Is Final Report.